

# Ambulatory Surgical Centers

## Instructions for Conferring Rights to the Massachusetts Department of Public Health (MDPH) Bureau of Health Care Safety and Quality (BHCSQ)

1. ASCs that are NOT CURRENTLY ENROLLED in NHSN should begin the enrollment process now:
  - a. [Click here](#) for NHSN enrollment instructions
  - b. Enroll in NHSN under the Healthcare Personnel Safety Component.
2. ASCs that are CURRENTLY enrolled in NHSN should:
  - a. Add the *Healthcare Personnel Influenza Vaccination Module* in order to submit Influenza Vaccination data for the 2014-2015 flu season. For more information about CMS reporting of HCP flu reporting, go to <http://www.cdc.gov/nhsn/ambulatory-surgery/hcp-vaccination/index.html>.
3. Once enrolled in NHSN ASCs must join the MDPH ASC Group;
  - a. To join the MDPH ASC Group in NHSN, you will need to login to the CDC/NHSN and navigate to the Group Join page

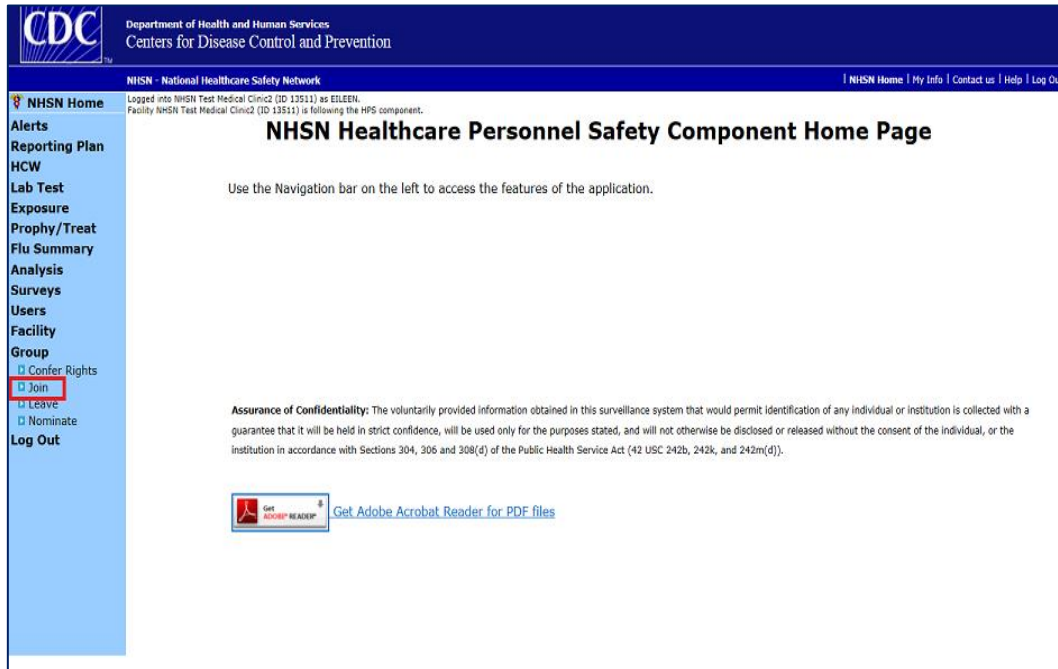
1. On the blue navigation bar on the left of the NHSN Navigation page, click “Group”



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2. On the blue navigation bar on the left of the NHSN Navigation page, click “Join”.



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3. Enter the MDPH Group ID: **20964**
4. Enter the Group Joining Password: **ASC** (be sure the letters are upper-case)
5. Click “Join Group”

The screenshot shows the NHSN (National Healthcare Safety Network) interface. The top header includes the CDC logo and the text "Department of Health and Human Services Centers for Disease Control and Prevention". Below this is a blue bar with "NHSN - National Healthcare Safety Network". The left sidebar contains a list of links: NHSN Home, Alerts, Reporting Plan, Patient, Event, Procedure, Summary Data, Import/Export, Analysis, Surveys, Users, Facility, Group, and Log Out. The "Group" link is highlighted. The main content area is titled "Memberships" and contains the following sections:

- Groups that have access to this facility's data**: This section contains a table with two rows. The first row has a button labeled "Confer Rights" and a "HELP" link. The second row has a button labeled "Leave Group(s)" and a "HELP" link.
- Enter ID and Password for this facility to join a new group**: This section contains a form with two input fields. The first field is labeled "Group ID:" and contains the value "20964". The second field is labeled "Group Joining Password:" and contains three dots. To the right of the password field is a button labeled "Join Group" and a "HELP" link. A red arrow points to this button, and a box labeled "5" is next to it.

Other elements on the page include a "Back" button at the bottom and a box labeled "4" next to the "Group Joining Password:" label.

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Once you are a member of the MDPH ASC Group, you must **confer rights**. Conferring rights allows MDPH to be able to view and analyze submitted data.

1. On the blue navigation bar on the left of the page, click “Group”, and then click “Confer Rights”.
2. Click on “MDPH ASC (ID 20964)” in the “Groups that have access to this facility’s data” drop down box.
3. Once “MDPH ASC (ID 20964)” is highlighted, click on the “Confer Rights” box to the right.

The screenshot shows the NHSN National Healthcare Safety Network interface. On the left, the navigation bar has 'Group' selected, and 'Confer Rights' is highlighted with a red box and a blue '1'. The main content area shows 'Groups that have access to this facility's data' with a dropdown menu containing 'MDPH ASC (ID 20964)', which is highlighted with a blue box and a red arrow pointing to it with a blue '2'. To the right of the dropdown is a 'Confer Rights' button with a blue '3' next to it. Below the dropdown is a section for joining a new group with fields for Group ID (20964) and Group Joining Password, and a 'Join Group' button. A 'Back' button is at the bottom.

You will then be taken to the “confer rights” page, where you will be prompted to accept the rights requested by MDPH. The MDPH Group is responsible for requesting rights from facilities using a “confer rights template. Facilities in the group are required to “accept” the template.

4. Click the “**Accept**” button at the bottom of the page, and you’re done! Any time a new confer rights template is created by MDPH you will receive a message on your NHSN home page indicating that you need to review the rights.

The screenshot shows two buttons: 'Accept' and 'Back'.

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